



Personal Day Redemption Form

Due date: June 30

FOR EEA CERTIFICATED EMPLOYEES WHO ARE MEMBERS OF TRS PLAN 1

Certificated employees who are members of the Teachers' Retirement System Plan 1 program have the annual opportunity to cash out or carry over their unused personal days. Please indicate your choice below. **If no action is taken and/or this form is not received in the Payroll office by the above stated deadline, any remaining unused personal day hours will be forfeited.**

☐

I WOULD LIKE TO CASH OUT _____ (indicate number of days) of my remaining* personal days. Below is documented four (4) hours of additional work beyond my assigned workday for each day that has been requested for cash out.

Date	Hours	Activity Description

Total Hours _____ *I certify that the above is an accurate record of time worked and these hours have not previously been submitted for pay nor reported as TRI pay.*

The cash out will be made at a fixed rate of **\$150 per day per 1.0 FTE**. (Refer to Section 7.02 of Collective Bargaining Agreement)

☐

I WOULD LIKE TO CARRY OVER _____ (indicate number of days – not to exceed 2) of my remaining* personal days.

**Leave not yet recorded will affect the final balance redeemed.*

Employee's Signature

Employee ID#

Date

- ★ **Return this original form to Payroll by June 30 – copies or faxes will not be accepted.**
- ★ **Forms received after the June 30 deadline will not be accepted.**
- ★ **Cash outs will be applied on the July payroll.**
- ★ **Carry over days will be reflected after the September payroll.**